

# CRIMINALIST MANAGER

## OPEN – STATEWIDE

## CONTINUOUS FILING



State of California  
DEPARTMENT OF JUSTICE  
P. O. Box 944255  
Sacramento, CA 94244-2550

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CALIFORNIA STATE GOVERNMENT • AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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**CONTINUOUS FILING** Testing is considered continuous as dates can be set at anytime. Examination Application Form (Std.678) will be continuously accepted and will test applicants as needs warrant. Applications must have an original signature. Any applications received after the announced cut-off date will be processed in the next test administration.

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**WHO CAN APPLY** Applicants who meet the minimum qualifications as stated on this examination bulletin.

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**HOW TO APPLY** All applicants must complete and return the entire examination packet. The examination packet must include the following:

- [Examination Application \(Form STD 678\)](#)
- [General Instructions/Affirmation](#)
- [Training and Experience Narrative](#)
- [Conditions of Employment](#)
- [Criminal Record Supplemental Questionnaire](#)

**Mailing Address:**  
Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**  
Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

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**RECRUITMENT SURVEY** As part of the application process, please follow [this web link](#) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at <http://oag.ca.gov/careers/exams>.

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**SPECIAL TESTING ARRANGEMENTS** If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the appropriate box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

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**SALARY RANGE** **\$7483-\$8665**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

Criminalist Supervisors and Managers currently receive an additional 7.5% pay differential, per pay period, in accordance with the Recruitment and Retention Forensic Program pay differential. Additionally, Criminalist Supervisors and Managers may also be eligible for a \$300 DNA pay differential, per pay period, if the candidate works in a BFS Laboratory that performs DNA and meets the DNA pay differential requirements.

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**ELIGIBLE LIST  
INFORMATION**

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Competitors can be tested only once during a 12-month period. Competitors' must submit their application within the testing period to be considered for that test administration. A candidate's eligibility will established for 18 months. Eligibility will expire 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. The resulting eligible list will be used to fill vacancies at the Department of Justice.

Positions exist statewide with the Department of Justice.

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

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All applicants must meet the education and/or experience requirements for this examination by the announced cut-off date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

**MINIMUM  
QUALIFICATIONS**

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Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirements.

**EITHER I**

One year of experience in the California state service performing the duties of a Criminalist Supervisor.

**OR II**

Experience: Broad and extensive (more than five years) of professional experience in a physical or biological science laboratory setting performing the duties of a chemist, biochemist or a related position. This experience must have included at least two years as a supervising criminalist. (One year of postgraduate education in one of the physical or biological sciences may be substituted for one year of the required general experience.) Experience in California state service applied toward this requirement must include at least one year performing the duties of a Criminalist Supervisor.

**AND**

Education: Equivalent to graduation from college with a major in one of the physical or biological sciences, including the equivalent of eight semester hours of general chemistry and three semester hours of quantitative analysis.

**OR III**

Experience: Broad and extensive (more than five years) of professional experience in a physical or biological science laboratory setting performing independent research related to Forensic Science. This experience must have included at least two years in the design and direction of scientific research. This experience must also have included at least two years of supervision. (Possession of a master's degree in a physical or biological science may be substituted for one year of experience and possession of a Ph.D. in a physical or biological science may be substituted for two years of the required experience.) Experience in California state service applied toward this requirement must include at least one year performing the duties of a Criminalist Supervisor.

**AND**

Education: Equivalent to graduation from college with a major in one of the physical or biological sciences, including the equivalent of eight semester hours of general chemistry.

**DEFINITION OF TERMS**

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The words "**Performing the duties of...**" means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-classes assignment to the class).

"**Equivalent to graduation from college...**" satisfaction of the requirements for a bachelor's degree from an accredited college. Bachelor's degree from an accredited college. Bachelor's degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units). This means the applicant must show a receipt of a bachelor's degree.

**Physical Sciences:** Chemistry (any type), biochemistry, biology, physics, geology, mineralogy, petrology, chemical engineering, forensic science, pharmacology, microbiology, biological sciences, entomology and criminalistics.

**DEFINITION OF TERMS  
(CONTINUED)**

**Quantitative Analysis:** Involves the measurement of quantities of substances produced in reactions rather than simply noting the nature of reactions. Quantitative Analysis seeks to establish the amount of a given element or compound in a sample. This requirement can be satisfied by the completion of other courses which contain specific topics in analytical chemistry such as:

Chemical Equilibrium  
Oxidimetric Analysis  
Photo Detector Systems  
Phase Equilibrium  
Aqueous phase  
Vapor phase  
Liquid Chromatography  
Properties of Gases  
Polychromatic Nature of Light  
Quantitative Spectrometry  
Quantitative Infrared Spectroscopy.

**POSITION  
DESCRIPTION**

The **Criminalist Manager** plans, organizes and directs the criminalistic program in an assigned area of the State. Incumbents at this level must supervise two or more Criminalistic Supervisors. May also direct complex and sensitive forensic projects which have a significant impact on the Bureau or the field of criminalistics.

**EXAMINATION  
INFORMATION**

The examination will consist of a Training and Experience Narrative and is the sole component of the Criminalist Manager examination. The Subject Matter Experts and expert evaluators will score this exercise using a pre-defined rating scale and pre-determined scoring criteria. To obtain a position on the eligible list a minimum score of 70% must be received. This testing component measures the following knowledge and abilities.

**TRAINING AND EXPERIENCE NARRATIVE – WEIGHTED 100.00%**

**Knowledge of:**

1. Modern scientific methods and techniques used in investigations of major crimes and crime scenes (based on experience obtained through examination of complex case evidence, and/or reconstruction of major crime scenes, and/or processing of complex crime scenes, and/or processing clandestine laboratories).
2. Current court issues challenging the admissibility of evidence or analytical results and conclusions (based on candidate's testimony in complex cases).
3. Current quality practices in a forensic laboratory.
4. Effective supervisory principles, practices, and techniques to appropriately and effectively plan, oversee, and direct the work of activities of subordinate staff.
5. The Department's Equal Employment Opportunity Program and the processes available to meet the Equal Employment Opportunity.
6. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity.
7. Budget, purchasing and the hiring process for the laboratory.

**Ability to:**

1. Recognize the need for and develop, evaluate and validate new test methods and procedures
2. Analyze situations accurately and take effective action.
3. Instruct law enforcement and forensic personnel in criminalistics, evidence collection, preservation and documentation.
4. Prepare a laboratory for ASCLD/LAB Accreditation or maintain the current accreditation status.
5. Oversee administration of the laboratory including purchasing, budgeting and personnel actions.

**EXAMINATION  
INFORMATION  
(CONTINUED)**

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**Ability to (continued):**

6. Carry out the policies and procedures of the Division of Law Enforcement.
7. Effectively contribute to the Department's Equal Employment Opportunity objectives.
8. Interpret and analyze information in order to draw valid and supportable conclusions.
9. Orally communicate in person and via telephone in a courteous, professional manner with a variety of individuals, taking the nature of the audience into account.
10. Work quickly to handle rush or urgent projects without prior notice and with a quick turnaround required.
11. Give clear, accurate instructions and directions to a variety of audiences.
12. Assign and delegate work to subordinate staff, ensuring that such assignments are equitable and reasonable based upon the relative qualifications and work load demands of individual staff members.
13. Effectively supervise a culturally diverse subordinate staff ensuring that supervisory and management decisions are sensitive to the impact of culturally diverse perceptions.
14. Maintain a high level of morale in the work unit, providing staff a sense of worth in work tasks accomplished and allowing staff input into the professional environment of the work unit.
15. Recognize and determine the need to shift priorities, staffing, and/or resources to maximize unit operations and/or address changes in assigned goals and objectives.
16. Convey expectations, priorities, and vision to others.
17. Perform and make decisions following the highest ethical standards.
18. Handle and resolve conflicts, confrontations and disagreements in a positive, constructive and personally respectful manner to minimize negative personal impact.

**SPECIAL PERSONAL  
CHARACTERISTICS**

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Tact, patience, and keenness of observation.

**BACKGROUND  
INVESTIGATION  
INFORMATION**

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Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

The information you furnish will be used to help determine your suitability for employment with the Department of Justice.

**DRUG TESTING  
REQUIREMENT**

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Applicants for positions in this class series will be required to pass a drug-screening test.

**MEDICAL  
EXAMINATION**

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Pass/Fail – Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity, and color vision tests.

**VETERANS  
PREFERENCE /  
CAREER CREDITS**

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Veterans Preference Credits or Career Credits will not be granted in this examination.

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## **GENERAL INFORMATION**

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justices Offices ([www.ag.ca.gov](http://www.ag.ca.gov)), California Department of Human Resources website at [www.jobs.ca.gov](http://www.jobs.ca.gov), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.  
1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P.O. BOX 944255  
SACRAMENTO, CA 94255-2550  
(916) 324-5039